

9 FAM 42.61 Procedural Notes

(TL:VISA-206; 05-22-2000)

9 FAM 42.61 PN1 Procedure in Transferring Cases

9 FAM 42.61 PN1.1 Alien Requests Transfer of Visa File

9 FAM 42.61 PN1.1-1 Request to Transferring Post

(TL:VISA-206; 05-22-2000)

An alien approaching the transferring post should execute Form OF-236, Request for Transfer of Visa File, and send it along with a justification for the request to the receiving post. If the post decides to accept the case, the post shall request forwarding of the file from the transferring post.

9 FAM 42.61 PN1.1-2 Request to Receiving Post

(TL:VISA-35; 07-13-1990)

When the applicant first approaches the post intended to receive the file, that post must decide whether it must or will accept the case for processing. If the post intended to receive the case is willing to process the case, the applicant must complete OF-236 which the receiving post shall send, along with a note indicating their willingness to accept the case for processing, to the transferring post.

9 FAM 42.61 PN1.2 Special Priority for Applicants in Permanent Travel Status

(TL:VISA-3; 08-30-1987)

Special priority should be given to the cases of applicants who, because of their professions, are in permanent travel status.

9 FAM 42.61 PN1.3 Record of Transfer

(TL:VISA-206; 05-22-2000)

Posts shall prepare a brief record of the transfer to another post of a pending or refused visa case on a 3 x 5 index card and file it in the index card file or make an appropriate entry in IVACS. The card should contain a reference to the number and date of any transferred petition. [See 9 FAM 42.41 PN3, and the IVACS *guide* for further explanation of the IVACS procedure.]

9 FAM 42.61 PN2 Processing Homeless Cases

9 FAM 42.61 PN2.1 Role of NVC

(TL:VISA-206; 05-22-2000)

Each month the *National Visa Center (NVC)* will screen and enter all petitions for homeless beneficiaries not yet accepted for processing by posts abroad. Cases with current priority dates and immediate relative cases will be assigned to the appropriate post for processing.

9 FAM 42.61 PN2.2 Role of Overseas Posts

(TL:VISA-206; 05-22-2000)

Each month all posts abroad will provide *NVC* with copies of their monthly IV workload reports so that homeless cases can be fairly distributed.

9 FAM 42.61 PN3 IVACS Instructions

(TL:VISA-35; 07-13-1990)

Posts with IVACS shall follow the IVACS instructions if transferring cases. Information usually found on Form OF-224, Immigrant Visa Control Card, will be received as a computer printout from IVACS posts. [See the IVACS guide.]